



**Schedule**  
Contract

## **Professional Construction Management Services**

**Contract: GS-10F-009IV**

FSS Group: 871-7      Class: R425

**Contract Period: 03/03/09 – 03/02/14**



### **Contents:**

- |                      |               |
|----------------------|---------------|
| A. Company Profile   | <b>page 1</b> |
| B. Scope of Services | <b>page 3</b> |
| C. FSS Price List    | <b>page 5</b> |

**Jay Shapiro & Associates, Inc.**  
Far Hills, NJ



(908) 470-0444  
[www.JSAcm.com](http://www.JSAcm.com)



## A. COMPANY PROFILE

### INTRODUCTION

Jay Shapiro & Associates, Inc. (JS&A) is a professional service Construction Management firm. Headquartered in New Jersey and active nationwide, the privately held company was incorporated in 2002. The firm's purpose and mission is to bring together experienced, technologically proficient talent in building design and construction, to deliver projects effectively and efficiently.

Since its formation, JS&A has been active with a variety of Construction Management, Owner Representative and Project Advisory assignments across the country. This work represents a construction value in excess of \$200,000,000, comprising both public sector and private sector building development. Project types include institutional and commercial projects, schools, interiors, system upgrades, multi-family residential buildings, and facilities for trade education.

### REGISTRATIONS & PRE-QUALIFICATIONS

Jay Shapiro & Associates, Inc. is pre-qualified at the highest level ("Unlimited") as a professional Construction Management firm by the State of New Jersey, (NJDPMC and NJSDA) and maintains a Certificate of Authorization to provide professional engineering services by the state Board of Professional Engineers.

JS&A is a member of the Construction Management Association of America (CMAA), the New Jersey Business and Industry Association (NJBIA) and the New Jersey Alliance for Action.

**JS&A is under contract as a professional Construction Management firm by the Federal Supply Service (FSS) on a 5-year, GSA Schedule term contract, to provide CM services globally. Via this contract, services can be provided by a negotiated "Task-Order" approach, with minimal procurement effort or lag to start-up.**

### CAPABILITIES AND SERVICES

JS&A's staffing incorporates all of the professional disciplines required to perform a comprehensive scope of Program and Construction Management services, from design inception through close-out.



*\$54MM John W. Peck Federal Office Building  
CM for Major Modernization, Cincinnati, OH.  
[GSA Great Lakes region, 2006 - Ongoing]*

(Cont. next page)



Specific capabilities and services include:

- A/E Design Review;
- Conceptual Cost Modeling;
- Quantity-based Cost Estimating;
- Scheduling;
- Constructibility Analysis;
- Value Engineering;
- Contract Purchasing;
- Construction Administration.



## FINANCIALS, INSURANCE AND OTHER

JS&A. has no long term indebtedness, and is current on all financial obligations. JS&A carries corporate insurance policies as follows:

- General Liability - \$1MM per occurrence, \$2M general aggregate
- Automobile Liability - \$1MM Combined Single Limit
- Worker's Compensation - Statutory Limits
- Excess/Umbrella - \$5MM Each Occurrence and Aggregate, above the CGL
- Professional Liability, Errors and Omissions insurance coverage - \$1MM

With full AutoCAD capability, general engineering and planning services can also be performed within the firm. Specialty support and technical services are sourced – for each situation - from and amongst the most qualified specialists in the industry.







## B. SCOPE OF SERVICES

*The Federal Supply Service “Catalog” presents professional Construction Management services (PES 871-7) as follows:*

“Customer agencies shall utilize construction managers as its principal agent to advise on or manage the process over the project regardless of the project delivery method used. The Construction Manager assumes the position of professional adviser or extension of staff to the customer agency. The Construction Manager frequently helps the customer agency identify which delivery method is the best for the project. The construction management approach utilizes a firm (or team of firms) with construction, design and management expertise to temporarily expand the customer agency's capabilities, so that they can successfully accomplish their program or project. The Construction Manager also provides expert advice in support of the customer agency's decisions in the implementation of the project.”

Tasks/scopes of services are identified in the following phases and/or categories:

### *A. Design Phase Services*

### *B. Procurement Phase Services*

### *C. Construction Phase Services*

### *D. Post Construction Phase Services*

### *E. Other Specialty Services*

*Including: Commissioning, Testing, Claims Consulting*

#### **A. DESIGN PHASE SERVICES**

##### ***A.1. Design Oversight:***

- Design procurement support
- Manage design
- Document management
- Conduct meetings
- Review design scope changes

##### ***A.2. Technical Reviews:***

- Design reviews
- Code compliance reviews
- Constructability reviews

##### ***A.3. Scheduling:***

- Preparation of schedules
- Schedule reviews
- Schedule impact analysis

##### ***A.4. Cost Estimating & Control:***

- Value Engineering analysis
- Preparation of cost estimates
- Independent check estimates
- Cost analysis
- Cost control/monitoring

##### ***A.5. Studies:***

- Feasibility studies
- Utility studies
- Energy studies
- Site investigations
- Building evaluations
- Site surveys
- Needs assessments
- Market studies

#### **B. PROCUREMENT PHASE SERVICES**

- |  |   |
|--|---|
| • Provide assistance in contract procurement | • Attend/participate in pre-bid conferences |
| • Answer bid/RFP questions                   | • Prepare amendments                        |
| • Attend/participate in site visits          | • Perform cost/bid/proposal analysis        |



### **C. CONSTRUCTION PHASE SERVICES**

#### ***C.1. Project Management / Organization:***

- Establish temporary field offices
- Set up job files and record systems
- Maintain organized construction files
- Document actions taken and decisions
- Prepare status and special reports
- Monitor the design/construction
- Coordination of construction activities
- Maintain marked up sets of project plans
- Participate in "Partnering" activities
- Assist in problem and dispute resolution
- Conduct and documenting project meetings
- Administer construction contract
- Manage change orders

#### ***C.2. Schedule Management / Control:***

- Conduct preconstruction meetings
- Establish phasing requirements
- Review and monitor project schedules
- Manage work flow, material deliveries, etc.
- Keep the project on schedule

#### ***C.3. Cost Management / Control:***

- Provide cost estimating assistance
- Monitor the submittal review process
- Review of contractor payment requests
- Monitor project financial data
- Implement budgetary cost accounting

#### ***C.4. Field Oversight / Quality Control:***

- Monitor contract labor standards
- Provide assistance in obtaining permits
- Perform site surveys
- Monitor hazardous material assessments
- Monitor hazmat abatement work
- Provide progress and/or final photographs
- Monitor compliance with safety
- Perform routine inspections of construction
- Identify nonconforming work
- Notify contractor when work needs correction
- Compile work defects and omissions

### **D. POST CONSTRUCTION PHASE SERVICES**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Perform Post Occupancy Evaluations</li> <li>• Assist in formulation of lessons learned</li> <li>• Provide occupancy planning</li> </ul> | <ul style="list-style-type: none"> <li>• Development of move schedules</li> <li>• Provide move coordination</li> <li>• Provide telecommunication coordination</li> </ul> |
|--|--|

### **E. OTHER SPECIALTY SERVICES**

#### ***E.1. Commissioning Services:***

- Provide expertise for start-up, calibration, and certification of a facility or operating systems within a facility
- Conduct performance tests
- Start-up planning
- Estimate start-up costs
- Determine start-up objectives
- Organize start-up teams and assignments
- Forecast start-up duration
- Test building system components

#### ***E.2. Testing Services:***

- Provide services of an independent testing agency/laboratory to perform project specific QC testing and inspection services, including:
  - Test and inspection of soils
  - Test concrete and precast concrete
  - Test steel and steel decking

- Inspect fireproofing
- Inspect roofing
- Inspect curtain walls/glazing
- Inspect elevator installations

#### ***E.3. Claims Services:***

- Review disputes
- Furnishing claims reports
- Resolve/defend disputes or claims
- Conduct performance tests
- Preparation of appeal files
- Participate in meetings or with claimants
- Appearance in legal proceedings
- Prepare cost estimates for claim negotiations
- Prepare findings of fact and other documents
- Preparation of risk assessments/analyses

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition Service** *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

**Schedule for - Professional Engineering Services (PES)**

**Federal Supply Group: 871      Class: R425**

**Contract Number: GS-10F-0091V**

**For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.fss.gsa.gov>**

**Contract Period: March 03, 2009 through March 02, 2014**

---

---

**Contractor:** Jay Shapiro & Associates, Inc.  
44-A Peapack Road  
Far Hills, NJ 07931 1834

**Business Size:** Small Business

**Telephone:** (908) 470-0444

**Extension:**

**FAX Number:** (908) 325-0182

**Web Site:** [www.jsacm.com](http://www.jsacm.com)

**E-mail:** [js@jsacm.com](mailto:js@jsacm.com)

**Contract Administration:** Jay Shapiro

---

## **CUSTOMER INFORMATION:**

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 871-7 (CI) 871-7 RC (CI)
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**
2. **Maximum Order:** \$750,000.00

## **(CUSTOMER INFORMATION: Continued)**

3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will not accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor

## **(CUSTOMER INFORMATION: Continued)**

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
25. Data Universal Numbering System (DUNS) number: 12-6067227
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

<b><i>LABOR CATEGORY</i></b>	<b><i>Gov't Rate (incl IFF)</i></b>
Contract Executive / CM Program Manager	\$150.00
Project Manager	\$115.00
Quality Cntl. Superint. / Construction Manager	\$110.00
Senior Architect	\$130.00
Senior Engineer	\$130.00
Sr. Cost Estimator	\$105.00
Project Engineer	\$75.00
Office Engineer	\$40.00
General Inspector	\$80.00
Field Secretary / Clerical	\$35.00



## **(CUSTOMER INFORMATION: Continued)**

### **Labor Category Descriptions with Minimum Education and Experience**

Contract Executive / CM Program Mgr.	Contract oversight. Ensures resources are available and that tasks are fully staffed with personnel, equipment and other required support. Assigns task(s) to Project Manager. Bachelor's degree or higher in an engineering or architectural field. 12 or more years relevant experience.
Project Manager	Provides business, technical, and personnel management and coordination for individual projects or tasks. Provides definition of technical aspects of project requirement. Project development, analysis of project objectives. Bachelor's degree or higher in an engineering or architectural field. 8 or more years relevant experience.
Quality Control Superintendent / Construction Mgr.	Performs field inspection, management or audit of construction and quality control. Checks compliance to specifications, standards, and construction practices. Associate's degree or 4 years of relevant experience, in lieu of degree. 8 or more years, in total, of relevant experience.
Senior Architect	Provides leadership developing complex technical solutions for building evaluations, architectural studies and analyses. Provides definition of technical aspects and evaluation of alternatives within architectural disciplines. Bachelor's degree in an architectural field. 8 or more years of relevant experience.
Senior Engineer	Provides leadership developing complex technical solutions for engineering studies and analyses. Provides definition of technical aspects of project requirements within engineering disciplines. Performs evaluation of alternatives and assessments of costs/risks and investigative engineering. Bachelor's degree in an engineering field. 8 or more years of relevant experience.
Sr. Cost Estimator	Leads preparation of construction cost estimates. Provides conceptual cost estimates during Pre-design phase. Leads effort to conduct quantity surveys from design documents and applies cost to quantities of materials. Identifies unusually high cost items in relation to other facilities. Bachelor's Degree in a technical field. 6 years or more of relevant experience.
Project Engineer	Develops basic technical solutions for planning and engineering studies and analyses. Reviews organizations, functions, interrelationships and program requirements. Supports the Project Manager, and or Sr. Architect or Sr. Engineer. Bachelor's degree in an engineering/architectural field. Minimum 2 years of relevant experience
Office Engineer	Provides technical assistance in applications under the direction of more senior personnel. Bachelor's degree or 5 years relevant experience in the field in lieu of degree. Minimum 1 year of relevant experience, in addition to the degree.
General Inspector	Supports Quality Control Superintendent / Construction Manager in field inspection and audits of construction and quality control. Checks compliance to specifications, standards, and construction practices. Works under the supervision of a Senior Inspector or Project Manager. AA degree or 4 years related experience in lieu of degree. Minimum 4 years of relevant experience, or 6 years if not degreed.
Field Secretary / Clerk	Performs clerical and word processing functions including typing, word processing, data entry, filing, copying, binding, faxing and telephone switchboard. High School Diploma. Minimum 2 years of relevant experience.